

FOIA RESPONSE LETTER — ACTION REQUEST

Author: Chandra Vitellaro

Date Submitted: 3/14/18 (2)

Document name/number:	2018-004389
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Addressee:	Mr. William Clark
Company/organization:	Foley & Mansfield

Administrative Review:

Name:	Debbie C.
Date:	3/15/18

Action Needed: Unit Manager, or Acting Unit Manager reviews and concurs, and then returns to OCE Administration.

CONCURRENCES			
	Unit Manager	ORC	
INITIALS:			
NAME:	none needed		
DATE:			

Signer: Unit Manager or OCE Director

MAR 16 2018

Final action after signature: Debra Clay **logs this correspondence** and routes to Chandra Vitellaro.

FOIA Log:	Beginning: ✓	End: ✓
Scanned for E. Kowalski's Chronology:	✓	

Clay, Debra

From: Vitellaro, Chandra
Sent: Wednesday, March 14, 2018 1:48 PM
To: Clay, Debra
Subject: Please route FOIA for Directors signature

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Debra, can you please have Ed sign this letter today if possible?

I have placed the following letter in the '2018 For Signature' , there are No Records being released.

18-004389

Chandra

Chandra Vitellaro, FOIA Case Manager
U.S. Environmental Protection Agency
Information Services Unit, FOIA Team
1200 Sixth Avenue, Suite 900 OMP-202
Seattle, Washington 98101

(206) 553-0555
Vitellaro.Chandra@epa.gov
R10.FOIA@epa.gov